The Equipment Replacement Process using the Army Food Management Information System (AFMIS)

"Making the system work for you"
A Step-by-Step Process

LESSON 3 – Equipment Records and Budget Reports

Step One: (A Single Dining Facilities Records)

Once the system is set up to accept dining facility equipment records (by Line Item Number-LIN or by National Stock Number-NSN), and equipment records are accurately entered into AFMIS by the Senior Food Operations Sergeant (SFOS) or Dining Facility Manager, the Installation Food Advisor (IFA) can view a dining facilities equipment records, update a dining facilities equipment records (discussed in Lesson 2), print a single dining facilities equipment records, and will have a variety of budget reports available.

In this lesson, we will begin by first accessing and printing single dining facilities equipment records through the IFA module.

- From the IFA Option Screen, select Management Information Inquires (option B).
- Next, select Dining Facility Menu (option D).
- Select Dining Facility Equipment (option C) to begin printing a dining facilities record.

This option has 3 types of reports that can be printed by the IFA. 1) The Equipment Inventory option (option A) will print a detailed listing of equipment for a single dining facility, 2) The Equipment Replacement option (option B) will print a listing of equipment due for budgeting and replacement based on the Year entered, and 3) The Equipment Summary option (option C) will print an listing of all equipment in the dining facility based on allowances.

- To print a dining facilities equipment records (all records entered to date) select Equipment Inventory (option A).
- Type in, or select (F5) the building number for the dining facility records you wish to access and print.
- To print a dining facilities Replacement records, select Equipment Replacement (option B).
- Type in, or select (F5) the building number for the dining facility records you wish to access and print.
- Type in the YEAR that the equipment is due for Replacing. The system will print a report listing all equipment due for budgeting based in the Year entered.

The Equipment Replacement Report will only print a list of equipment that meets the criteria for replacement based on the Budget Year. Information is gathered from the Acquisition Year, the Acquisition Cost, and the Life Expectancy found on the dining facilities equipment record. Equipment not meeting the criteria for replacement will not be listed. This option works well when identifying equipment due for replacement by dining facility.

- To print a Summary of dining facility equipment, select Equipment Summary (option C).
- Type in, or select (F5) the building number for the dining facility records you wish to access and print.

This report will list a summary of all the equipment in the dining facilities records. It lists the dining facilities Authorized Allowances, what they have on-hand, and if they are over or short. Information for this report is gathered from the entries the IFA built into the system as discussed in Lessons 1 and 2.

NOTE: The Equipment Inventory option may cause numerous pages of information to print depending on the size of the dining facilities records. This option can be selected if the IFA believes there are several discrepancies on the dining facilities records that may cause inaccurate budget reports. Information on this report can be viewed and corrected through the Inventory process prior to budgeting. The Equipment Summary option will print fewer pages of information than the Equipment Inventory option. The Equipment Summary Report offers a "snap shot" of the dining facilities records and will also save paper.

Step Two: (Installation Equipment Information Reports)

If the Senior Food Operations Sergeant (SFOS) or the Dining Facility Manager is diligent when adding, updating, deleting, and reviewing equipment records for accuracy, then many Equipment Inventory Reports will not need printing (saving paper and money). The purpose of the Equipment Replacement Process in AFMIS is to provide the IFA with a means of identifying equipment due for budgeting and replacement. It is not necessary to require a dining facility to print their equipment inventory records, or to print the same records through the IFA module if accurate records are on the system: they can always be viewed without expending paper.

There are several reports available that can help the Installation Food Advisor management equipment at the installation level. These reports print ALL equipment records on the installation. If selected, be prepared to print numerous pages of information; however, these reports will group items by Name, LIN, or dining facility depending upon the type of report selected.

- From the IFA Options Screen, select Equipment Replacement (option E).
- Next, select Reports Menu (option B).
- To print a summary of all equipment on the installation, select Equipment Summary (option C). This report will list All equipment for each dining facility on the installation, what each dining facility is Authorized, what they have on-hand, and if they are over or short.
- To print the authorization tables that were built into the system, select Equipment Authorization Report (option D). This report will list all equipment by Name and LIN. It will also display the Design Era, Design Capacity, and Allowances for each piece of equipment.
- To print a listing of all Line Item Numbers and its associated NSN, select NSN Catalog Report. Information on this report will aide the IFA when establishing, tracking, and matching NSNs to Line Item Numbers.

Step Three: (Installation Equipment Budget Reports)

There are two reports necessary to effectively budget for the replacement of equipment on the installation available to the IFA. These reports can greatly reduce the time it takes to calculate replacement costs, and can provide a means of communicating the installations equipment budget needs. Again, these reports are only effective if equipment is, and can be, entered into AFMIS (as discussed in Lesson 1) and the SFOS or the Dining Facility Manager has been diligent in their efforts (discussed in Lesson 4).

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select File Maintenance (option B).
- To print a report listing ALL equipment on the installation due for budgeting and replacement, select Replacement Report (option A). This option will print a report listing items to be replaced in a selected Budget Year. Information is gathered from the dining facilities equipment records entries of Acquisition Year, Acquisition Cost, and Life Expectancy.
- To print a worksheet that identifies all equipment for replacement and calculates all replacement costs, select Budget Worksheet (option B). This report is a 3 part report listing first, items by LIN and NSN to be replaced based on the entered budget year and its replacement cost, second, list all items identified as a shortage on the dining facilities allowances, and three, total replacement cost of all equipment on the installation.

As you can see, if everything is setup correctly in the system so the Senior Food Operations Sergeant or Dining Facility Manager can enter in equipment into AFMIS, and they do their part by ensuring records are accurately entered in and up-to-date, then all the IFA really would need to print is the Budget Worksheet.

Dining Facility Inventory, Replacement, and Summary Reports, and Installation Replacement and Summary Reports should only be used as "tools" when needed, or when discrepancies are suspected. As long as the equipment is in the system, it can be viewed at any time by the Dining Facility, or more importantly, by the IFA.

In the next lesson, Lesson 4, we will discuss the Processes and Procedures that the Senior Food Operations Sergeant or Dining Facility Manager is responsible for when managing the equipment and equipment replacement records in their facilities.